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13 January 1961

A staff meeting was held this date in the office of the Chief, Planning Staff, OL, 1123 Qtrs Eye, at 0900 hours. Those in attendance were:



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In the absence of Mr. Garrison, [REDACTED] conducted the Thursday morning staff meeting. Mr. [REDACTED] gave a brief resume of the meeting as follows:

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1. Col. [REDACTED] stated that we have in the past had a Logistics man who acted as Chief or Deputy Chief of [REDACTED]. This will no longer be true, henceforth, the position of the Chief and/or Deputy Chief will be staffed by operational or administrative type personnel. Logistics will staff a GS-15 position, but not in the capacity of Chief or Deputy Chief.

2. It was announced that there is no use recommending action for the Deputy Director (Support) unless we have the money available to support the recommendation.

3. The inter-com system in the new building has been approved by the DCI.

4. Col. [REDACTED] discussed the quality of the papers coming the front office. Mr. [REDACTED] talked further on this subject, mentioning again that we should be sure that all papers going to the front office contain all the facts necessary for the Director to make a decision, and, also mentioned to Mrs. [REDACTED] that close attention be given the correspondence in regards to format, spelling, neatness, etc., before being released.

5. [REDACTED] is going to [REDACTED] to understudy Mr. [REDACTED]

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6. The Inspector General and the Deputy Director (Support) are considering the setting up of a central activity for administrative services in the new building, possibly a Director of Services.

25X1A6a [REDACTED] is still under discussion because of [REDACTED] planned location changes.

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JOB NO. [REDACTED] DOC NO. 33 NO CHANGE  
IN CLASS/ [REDACTED] CLASS CHANGED TO [REDACTED] 1051.22  
NEXT REVIEW DATE [REDACTED] 10/10/60 REVIEWED BY [REDACTED] TYPE DOC. 30  
NO. PGS. 2 CREATION DATE [REDACTED] ORG COM. 35 OF 35 ORG CLASS S  
REV CLASS C REV COORD. [REDACTED] AUTH: HR 70-3

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